



CITY OF VALLEJO

Department of Human Resources
555 Santa Clara Street (1st Floor), P.O. Box 3068
Vallejo, CA 94590

<http://agency.governmentjobs.com/vallejo>

INVITES APPLICATIONS FOR THE POSITION OF: Paralegal

An Equal Opportunity Employer

SALARY

\$36.58 - \$44.46 Hourly \$2,926.03 - \$3,556.61 Biweekly \$6,339.74 - \$7,705.99 Monthly
\$76,076.82 - \$92,471.84 Annually

OPENING DATE: 04/24/21

CLOSING DATE: 05/17/21, 05:00PM Pacific Time

THE POSITION

PLEASE READ THIS BULLETIN IN ITS ENTIRETY

THE CITY OF VALLEJO

The City of Vallejo is located in Solano County and has a population of approximately 121,000 residents. Vallejo is a rapidly changing, highly diverse community located midway between the cities of San Francisco and Sacramento. It is a friendly, active waterfront community that attracts innovative, hardworking people and takes great pride in its 148-year history and maritime heritage. Residents of Vallejo are situated to take advantage of the best of what the area has to offer. Golf, museums, performing arts, boutique shopping, brewpubs and a wide selection of restaurants are all available in Vallejo. Residents and visitors alike enjoy Vallejo's delightful historical downtown area, weekly downtown farmer's market, and beautifully restored Victorian homes and business facades. Vallejo is also home to Six Flags Discovery Kingdom, one of America's only combination wildlife, oceanarium and theme parks.

THE DEPARTMENT

The Office of the City Attorney provides timely, efficient and high quality legal services, advice and support to the City Council and the City Administration. The Department advances, supports and defends the interests of the City and its missions and goals while remaining dedicated to the principles of professionalism, ethical behavior and accountability.

The litigation team defends the City and its employees in a variety of cases brought in both state and federal court and advocates for the City's interests in litigation to which the City is not a party (e.g. through filing motions to quash improper subpoenas, opposing *Pitchess* motions, etc.). The litigation team is comprised of two attorneys and two paralegals handling a high volume of litigated matters in house, as well as supervising cases assigned to outside counsel. The team has a fast-paced and engaging practice with an emphasis on excellent work product and service.

THE POSITION

This recruitment is being conducted to fill two full-time vacancies. Ideal candidates will have experience providing support in litigation specifically. The list established by this recruitment may be used to fill future full-time, part-time, limited term, and temporary vacancies for up to one year.

The Paralegal works directly with attorneys to perform substantive legal work, including legal research; drafting pleadings, contracts, leases, and other court and legal documents; gathering evidence to be used in court; assisting attorneys with trial preparation; filing appeals with the court or opposing counsel and processing claims filed against the City; answering client questions; assisting with office coordination, case management, schedule management, administrative detail,

record keeping, and file maintenance duties.

This is a very exciting opportunity to work in a newly created classification within the City Attorney's Office. Our office is a high-volume, fast-paced environment. You will never be bored and we have a fantastic and supportive team. If you meet the qualifications of the job, are able to work independently, can easily switch between tasks, and want to be part of a fun-loving team that makes a difference, this position is for you!

Supervision Received and Exercised

Receives direct supervision from the Law Office Supervisor and attorneys within the City Attorney's Office.

May provide lead direction over Legal Secretaries, administrative, or clerical staff.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Collects, compiles, and utilizes technical information to make recommendations to staff attorneys; compiles, organizes and analyzes various data for use in reports or other documents.

Assists in the preparation of form complaints, declarations and other basic pleadings.

Performs specialized legal administrative duties including preparation and management of complex legal documents; prepares a variety of other materials including correspondence, reports, charts, spreadsheets, and statistical data; coordinates and may perform related statistical and clerical work, including typing, word processing and data entry.

Confers with attorneys, investigators, and other individuals regarding legal matters.

Drafts and reviews legislation and other legal documents and instruments.

Perform legal research.

Coordinates the gathering of information from various departments in the preparation of contracts and other legal documents; reviews contracts and other legal documents to ensure necessary provisions are included.

Gathers and coordinates the compilation of information, materials, documents, reports and evidence necessary to respond to legislation and for agenda preparation.

Establishes and maintains confidential files and recordkeeping systems; processes documents; maintains and updates legal library and other manuals and resource materials, maintains and updates litigation files and litigation calendars, and performs other legal support services.

Provides information, routes inquiries, resolves complaints and interprets and explains policies and procedures, and ensures the appropriate distribution and release of confidential or sensitive information.

Types drafts and finished documents of legal documents such as opinions, memoranda, legal pleadings, contracts, and general correspondence.

Sets up litigation files on lawsuits and prepares relevant documents.

Schedules and calendars court appearances, meetings, and responses of legal pleadings.

Proofreads completed work and checks records, reports for grammatical construction, completeness, and typing accuracy; ensures compliance with established standards, assembles finished documents in accordance with court rules.

Prepares and processes legal papers and documents requiring knowledge of legal format and procedures; ensures completeness and conformance within established standards and procedures; files completed documents with state and federal courts.

Performs legal research required; reviews findings for applicability; prepares written and verbal reports for attorney requesting research.

Compiles supportive documentation to legal document requests.

Assists with maintaining law library, updates books and manuals.

Responds to questions regarding departmental policies, procedures, and practices ensuring appropriate release of information designated as confidential.

Assists with coordination of general office activities, performs administrative functions, and acts as liaison between various departments as well as outside agencies; arranges meetings and schedules appointments; opens and distributes mail.

Establishes and maintains logs and record keeping systems.

Provides information to various city staff members regarding accident reporting and claim processing procedures.

TYPICAL QUALIFICATIONS

QUALIFICATIONS

KNOWLEDGE OF:

Knowledge of modern legal office practices, procedures and terminology.

Methods of legal research.

Court rules relating to preparing and filing legal documents, general legal principles and application.

Various legal document formats and presentations.

Municipal government operations.

Modern office equipment and designated specialized computer software and operating programs.

Filing, indexing and cross-referencing methods.

Proper English usage, spelling, grammar, composition, and punctuation.

ABILITY TO:

Ability to effectively perform assigned paralegal work including legal research and legislation drafting and review.

Perform both complex and routine legal administrative support work with speed and accuracy.

Operate a variety of modern office equipment computers and peripheral equipment.

Maintain and utilize designated specialized computer software and operating systems.

Interpret and apply established City policies and governmental guidelines and regulations.

Interpret and analyze information.

Prepare complex legal records, reports, documents.

Perform arithmetic calculations.

Use initiative and exercise independent judgment.

Deal with complex and highly confidential and sensitive information.

Establish and maintain accurate records, maintain level of knowledge required for satisfactory job performance.

Establish, maintain and promote positive and effective working relationships with employees, other agencies, public officials and the public.

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

At least two years of progressively responsible experience in civil litigation as a legal secretary or legal clerical support in a municipality.

Education:

High School Diploma or equivalent. A certificate of completion from a paralegal program approved by the American Bar Association, or a certificate of completion/degree from a paralegal program approved by an accredited postsecondary institution that requires a minimum of 24 semester units, or equivalent, in law-related courses. (NOTE: You will be required to attach proof of this at the time you submit your application.)

License or Certificate:

Paralegal certification.

****Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.***

SUPPLEMENTAL INFORMATION

The Recruitment & Selection Process

1. Applications are due by 5:00 P.M. on Monday, May 17, 2021. Applicants must submit a completed City of Vallejo online application, including all responses to the Supplemental Questionnaire (Resume/Cover Letter Optional), by the posted deadline in order to be considered.

NOTE: *If you have problems creating a user account, obtaining your already created account information, or submitting your online application, please contact governmentjobs.com applicant support directly at 855-524-5627. City of Vallejo HR staff are unable to assist with these issues.*

2. Applications will be screened for overall qualifications the week of May 17, 2021.

3. Applicants who are found to be the best qualified may have their supplemental responses scored by subject matter experts and/or be contacted for a preliminary phone interview.

Candidates who are deemed to be the best qualified will be invited to take part in an assessment process which may consist of written, online, oral, or performance exercises.

Candidates invited to the assessment process will be notified by email of the date, time, and location of the assessment.

The City reserves the right to limit the number of candidates to those determined to be best qualified based upon all requested application materials, including training and experience, current resume, and responses to supplemental questions.

4. Candidates who are successful in the assessment process will be placed on the Register of Eligibles (eligible list). Candidates will then be referred at the department's discretion. The Department will conduct all final interviews and make the final candidate selection for this position.

REASONABLE ACCOMMODATIONS

The City of Vallejo is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the application, assessment or selection process may contact the Human Resources Department to request an accommodation. Please contact Stephanie Sifuentes at (707) 648-8606 or send an email to: stephanie.sifuentes@cityofvallejo.net no later than May 17, 2021 at 5:00 p.m.

PRIOR TO HIRE

The selected candidate will be required to: 1) Submit to reference checks 2) Submit to and successfully pass a pre-employment background check, including fingerprint check. 3) Provide proof of legal right to work in the United States.

Disaster Service Workers - All City of Vallejo ("City") employees are designated Disaster Service Workers ("DSW") by state law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all DSW-related training as assigned and to return to work as ordered in the event of an emergency.

Equal Opportunity Employer (EOE) - The City of Vallejo is an Equal Opportunity Employer. It is the policy of the City of Vallejo to provide equal employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (cancer and genetic characteristics), genetic information, or denial of medical and family care leave, or any other non-job-related factors.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://agency.governmentjobs.com/vallejo>

OR

555 Santa Clara Street (1st Floor), P.O. Box 3068
Vallejo, CA 94590

EXAM #2021-
PARALEGAL
SS

Paralegal Supplemental Questionnaire

- * 1. **Instructions for Supplemental Questionnaire:** The Supplemental Questionnaire is used as one of the steps in the selection process, and is intended to assist you in fully presenting your qualifications. Subject Matter Experts for this position will review your responses to these questions, and will determine whether you move on to the next steps; therefore, it is very important that you respond to each question in a comprehensive, but concise manner. Applications submitted without responses to the supplemental questions or responses that include copy and pasted resume information, will not be evaluated. Your application will be reviewed along with your responses in order to verify them against your work history. **Please indicate below that you have read and understand the instructions presented above.**
- Yes No
- * 2. Do you have at least two years of full-time, progressively responsible experience in civil litigation as a legal secretary or legal clerical support in a municipality. (NOTE: two years of full-time experience is based on 40 hours/week, or 2,080 hours/year; part-time experience is evaluated as a minimum of 20 hours/week, up to 39 hours/week, or 1,040 hours/year up to 2,028 hours/year)
- Yes No
- * 3. Do you currently possess either (1) a valid certificate of completion from a paralegal program approved by the American Bar Association, or (2) a certificate of completion or a degree from a paralegal program, or equivalent, in law-related courses? If yes, please attach your certificate to your application materials prior to submitting.

Yes No

- * 4. Briefly describe your experience in the following areas. Be sure to include the name of the employer, your job title, and the employment dates when performing the described experience. a) Preparing and filing legal pleadings and Judicial Council forms. b) Case Management: Calendaring court dates, legal deadlines, depositions, administrative hearings, and other critical dates. c) Establishing and maintaining legal files, assembling and summarizing file materials. d) Conducting legal research including the use of LexisNexis or Westlaw. e) Gathering, organizing, and maintaining voluminous records in response to discovery and/or Public Records Act requests.

- * 5. Describe your experience with computer software programs. Highlight any experience with Microsoft Office (i.e. Word, Excel, PowerPoint, Outlook, Teams), legal research, and/or case management programs. For each program you have used, describe the types of documents you produced and your level of proficiency.

- * 6. Describe your experience in creating or working on a legal document. What was the document and what did you do to create or work on it? Examples include contracts, pleadings, discovery, client letters, etc.

- * Required Question